

CHECKLIST FOR PROCESSING NEW APPLICATIONS

SERIAL

10/06/066

INSTRUCTIONS:

1. Make a checkmark beside each item IF verified.
2. If corrections are required, write notes to the examiner or supervisor on reversed side.

1. FACE OF THE FILE

- ☒ 1. Printed and stamped serial number match bar code label.
- ☒ 2. Filing Date present.
- ☒ 3. Class/Subclass present.
- ☒ 4. Applicant(s) name present.
- ☒ 5. Total no. of drawings present.
- ☒ 6. Total no. of claims present.
- ☒ 7. Total no. of ind. Claims present.
- ☒ 8. Filing fee received present.
- ☒ 9. Mailing address present.
- ☒ 10. Title of invention present.

2. CENTER OF THE FILE

A. DRAWINGS

- ☒ 1. None (go to B)
- ☒ 2. Serial No. present & correct on each sheet.
- ☒ 3. No. of sheets entered on line J of contents

B. SMALL ENTITY STATEMENT

- ☒ 1. None & not recorded on face of file (Go to C)
- ☒ 2. Statement present
- ☒ 3. Small entity recorded on face of file

C. DECLARATION OR OATH

- ☒ 1. Title matches face of file and specification
- ☒ 2. Declaration phrase present (I hereby declare all)
- ☒ 3. (Original and first inventor or inventors ...) Phrase present.
- ☒ 4. (Reviewed and understand the contents of the application including claims...) Phrase present.
- ☒ 5. (Acknowledge duty to disclose information in accordance with 1.56(a)...) Phrase present.
- ☒ 6. Residence, citizenship, post office Address of all applicants present
- ☒ 7. Signed by all applicants
- ☒ 8. Less than 3 months before filing date, Or less than 6 months after filing date.

D. CLAIMS (as filed)

- ☒ 1. Completed form 1360 and 875
- ☒ 2. Circle ind claims on the Index of
- ☒ 3. Draw line under the last claim number On the Index of Claims.

E. SPECIFICATION

- ☒ 1. Serial no. Present and correct
- ☒ 2. Specification in permanent ink.
- ☒ 3. Brief description of each drawing figure.
- ☒ 4. No missing or duplicate pages.
- ☒ 5. No holes punched in text.

F. ABSTRACT

- ☒ 1. None (go to G)
- ☒ 2. Serial no. Present and correct
- ☒ 3. Abstract on separate page.
- ☒ 4. 25 lines or less.
- ☒ 5. One paragraph ONLY

G. PTO-1556

- ☒ 1. Present.

H. PRE-AMENDMENTS

- ☒ 1. None (go to I)
- ☒ 2. Enter on contents of file wrapper.
- ☒ 3. Instruction to cancel claims.
- ☒ 4. Claims canceled on Index of Claims.
- ☒ 5. Instruction to add claims.
- ☒ 6. Circle new independent claims on the Index of Claims.
- ☒ 7. Draw line under the new last claim number on Index of Claims.
- ☒ 8. Complete forms 1360 and 875.

I. PTO-948

- ☒ 1. Present.

3. RIGHT SIDE OF FILE

- ☒ 1. PALM File Data sheet present.
- ☒ 2. Transmittal letters present.
- ☒ 3. Forms 1360 and 875 present/entered
- ☒ 4. Miscellaneous Papers present/entered.
- ☒ 5. Petitions to Make Special present.
- ☒ 6. Drawing prints present (2 copies)

FEEES

- ___ 1. Correct filing fee paid.
- ___ 2. Excess claims fees paid:
 - ___ a. Excess total claims more than 20.
 - ___ b. Excess independent claims more than 3.
 - ___ c. First multiple dependent claim fee paid.
- ___ 3. Miscellaneous paper fee paid.

FINAL STEPS

- ___ 1. Sign and date center of filewrapper under flap.
- ___ 2. Docket to examiner.

NOTES TO SUPERVISOR:

NOTES TO EXAMINER:

SIGNATURE OF PREPARER:

J. L. Lagnier DATE: *3/04*